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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 December 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 53, Week of 24 - 30 December, 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 24 December [ ] new clericals entered on duty. The trainee population in Clerical Induction was [ ]

2. Clerical Orientation Program. The Clerical Orientation program was cancelled for the weeks of 23 December and 30 December 1957. 25X1

3. Door Installed. In response to our request, a door is being installed at the entrance to Room 501. This room is used by Clerical Orientation. Also the bolts which were requested have been placed on the classroom and office doors on the fifth floor.

4. Staff Absences. The following Clerical Training personnel were on holiday leave:

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